

---

Dear Sir/ Madam/ Full name of the applicant or Institute Name,

We at (your institute name) are glad to inform you that your application for taking part in the inter-college debate (or any event) has been received by our team.

We are currently shortlisting all the institutes who can take part in this national level debate which will be live broadcasted all across the continent. The sorting process may take longer than anticipated. We shall conduct mock debates to help us shortlist the best college teams across the state.

We welcome you in sending us an audition tape as well to help speed up the shortlisting process. Also, we appreciate your level of dedication and support in helping us make this event a success.

Our team will reach out to you for updating you with further details as and when required. Please feel free to contact us at any given point in the contact numbers and email id mentioned below.

Thank you for your precious time.

Yours sincerely,

(Your name)

(Your designation)

(Your institute name)

(Your contact information)